

Procedure for Employee Documentation of Eligibility for Exemption to Maximum Entry Age (Policy Bulletin 30)

If you are an AFSS or FSDPS employee seeking exemption from the maximum entry age under Policy Bulletin #30, you must document your eligibility for the exemption when you submit your job applications.

1. Air Traffic Control Specialist: If you are basing your request for exemption on your being certified as an air traffic control specialist by the U.S. military or the FAA, you should submit copies of your certifications with your job applications.
2. Military Control Tower Operator: If you are basing your request for exemption on a control tower operator certificate issued by a branch of the U.S. military, you should submit copies of your previous military control tower operator certificates with your job applications.
3. Civilian Control Tower Operator: If you are basing your request for exemption on a civilian control tower operator certificate, you should use the FAA Airmen's Registry website to have a verification of your certification faxed or e-mailed to the Human Resource Management Division (HRMD) handling the specific vacancy you are applying for.

The internet address of the website is:

<http://registry.faa.gov/airmen.asp>

- If you are using this service and have not done so already, you must first establish an account on the Airmen's Registry website.
 - After obtaining a logon id and password from the registry, you must request verification of certificate privileges. Once this is confirmed, have a verification of your certificate faxed or e-mailed to the servicing HRMD from the website. This normally takes less than one day.
4. Interim Self-Certification Option: If you do not have copies or access to the above-cited documentation immediately, you may self-certify that you possess the required experience as part of your job application. Self-certification is an interim action to allow you to apply and be considered for positions without delay. You are still responsible for obtaining the final documentation of your CTO and/or air traffic control specialist certification. To self-certify, you must submit a separate sheet containing all of the following information as described below.

To request exemption based on a control tower operator certificate:

- Vacancy announcement number (top of page)

- Your name
- It is recommended that you include your social security number in the event there is more than one applicant with a name similar to yours.
- State that you have been (previously or currently) certificated as a control tower operator at the following facility:
 - Name of Facility
 - City and/or State where the facility is located
 - Approximate date you received certification
 - State the nature of your rating, i.e., either VFR Tower, Radar Approach Control, or both
 - Which organization issued the certification: U.S. Military (list the branch of service) or FAA
- You must certify that the information above is true and correct to the best of your knowledge and sign and date the sheet.

To request exemption based on an air traffic control specialist certification:

- Vacancy announcement number (top of page)
- Your name
- It is recommended that you include your social security number in the event there is more than one applicant with a name similar to yours.
- State that you have (previously or currently) been certificated as an Air Traffic Control Specialist at the following facility:
 - Name of Facility
 - City and/or State where facility is located
 - Approximate date you received certification
 - State the nature of your rating and type of facility where you obtained it (should be one of the following):
 - Facility Rated at Tower (VFR tower, tower with radar, and/or non-radar approach control are acceptable)
 - Facility Rated at Radar Approach Control Facility (RAPCON)
 - Facility Rated at Radar Air Traffic Control Facility (RATCF)
 - Facility Rated at Army Radar Approach Control Facility (ARAC)
 - Area Rated at En Route Center
 - Which organization issued the certification: U.S. Military (list the branch of service) or FAA
- You must certify that the information above is true and correct to the best of your knowledge and sign and date the sheet.

Remember that self-certification is an interim action to allow you to apply and be considered for positions without delay. You are still responsible for obtaining and supplying the copies of your military or civilian CTO or air traffic control specialist certification.

Regardless of the type of documentation you submitted, please be aware that only the following types of experience are qualifying:

- An air traffic control specialist certification in a terminal or en route facility,
- Certification as a control tower operator, or
- A facility rating in a terminal or en route facility.

The following are examples of the types of experience that are not qualifying for the exemption under Policy Bulletin 30:

- Experience in a military or non-FAA civilian facility where the person did not achieve full certification. For example, passing only the CTO written examination (and not passing the practical examination) does not qualify for the exemption.
- Military flight following.
- Military Ground Control Approach (GCA).
- Ship-based air traffic control.

Note regarding AFSS and FSDPS employees who were previously employed by the FAA as air traffic control specialists in the terminal or en route options.

The maximum entry age applies only to initial appointment in the terminal and en route options. Once an FAA employee has appropriately been appointed to either the terminal or en route option as an air traffic control specialist, the person has met the maximum entry age requirement. After that, the maximum entry age is no longer a barrier to reentry to either option after reaching age 31, regardless of whether or not the person reached CPC status in the option. This holds even if the employee only attended the FAA Academy and did not go to a facility. For this reason, these employees are not discussed in the policy bulletin. **However, it is the employee's responsibility to clearly document this work experience in his or her job application to ensure proper consideration for positions.**